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Economic and Social Council

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Commission on Narcotic Drugs
Sixty-first session
Vienna, 12–16 March 2018

Information for participants

I. Opening date and venue

1. The sixty-first session of the Commission on Narcotic Drugs will be held at the Vienna International Centre (VIC), Wagramer Strasse 5, 1220 Vienna. The session will open on Monday, 12 March 2018, at 10 a.m. at the Plenary Hall, on the first floor of the M-Building. The Committee of the Whole of the Commission will begin its work on Monday, 12 March 2018, at 3 p.m. in Board Room A of the M-Building.

2. The annotated provisional agenda and proposed organization of work are contained in document E/CN.7/2018/1, which is available on the website of the United Nations Office on Drugs and Crime (UNODC) for the Commission's sixty-first session.[1]

II. Informal pre-session consultations

3. The Commission also agreed that its sixty-first session should be preceded by informal consultations on Friday, 9 March 2018. The informal consultations will take place in Boardroom D, on the fourth floor of the C-Building, from 10 a.m. to 1 p.m. and from 3 to 6 p.m.

III. Registration

Registration

4. The details of delegates (name, title/function, workplace, fax and telephone numbers and individual email address), should be sent by note verbale (Governments) or on official letterhead (organizations), to the Secretariat as soon as possible, and not later than Thursday, 8 March 2018. The address of the Secretariat is as follows:

Secretariat to the Governing Bodies
United Nations Office on Drugs and Crime
P.O. Box 500, A-1400 Vienna, Austria
Fax: (+43-1) 26060-5885
Email: sgb@unodc.org

[1] www.unodc.org/unodc/en/commissions/CND/session/61_Session_2018/session-61-of-the-commission-on-narcotic-drugs.html.

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5. Providing the individual email addresses will ensure that all representatives receive an automatic email response confirming their registration. The automatic email response will also contain a link to a site where each delegate may upload a photograph (in JPEG file format), thus shortening the time it will take to issue a grounds pass on the day of registration.

6. Delegates who do not complete the pre-registration procedure will need to have their photographs taken upon arrival at Gate 1 of the Vienna International Centre.

7. As part of the security arrangements, all participants are required to present their invitations or official communications identifying them as delegates, together with their passport or another official photograph-bearing identity document. Grounds passes must be worn visibly at all times in the Vienna International Centre. All persons and their bags and briefcases will be screened at the entrance to the Centre.

8. Registration will take place in the Pass Office at Gate 1 of the Vienna International Centre on Friday, 9 March 2018, from 10 a.m. to 4 p.m., and Monday, 12 March 2018, from 8 to 10.30 a.m. Given the large number of participants expected, delegates are encouraged to register as early as possible and to have the registration formalities completed at the latest by 9.45 a.m. on Monday, 12 March 2018, in order to be on time for the opening session. The Pass Office is open between 8 a.m. and 4 p.m., Monday through Friday.

9. Commissary passes will be issued, upon completion of the registration process, to heads of Member State delegations, staff members at the Professional level of specialized agencies and all staff members of the United Nations assigned to the Commission from duty stations other than Vienna.

10. Permanent missions are encouraged to collect access cards for their delegates who have pre-registered at the Pass Office at Gate 1 as of Thursday, 8 March 2018, at noon. Staff from Permanent Missions, collecting conference badges for their delegates, will have to present an official letter at the Registration Counter for that purpose. The letter must be signed by the Head of Mission.

List of participants

11. The preliminary list of participants in the sixty-first session of the Commission will be issued on Tuesday, 13 March 2018. Only those registered and the names of participants officially communicated to the Secretariat by Thursday, 8 March 2018, at the very latest, can be included in the preliminary list. Accordingly, Governments and organizations are requested to communicate the necessary information promptly.

IV. Statements and draft resolutions

Statements

12. The maximum speaking time allotted for statements will be 10 minutes for Chairs of regional groups and 5 minutes (5 minute statements are equivalent to approximately 500 words) to other speakers, including high-level speakers. Delegates who will deliver statements are requested to supply their statements in advance to the Secretariat, preferably by e-mail (sgb@unodc.org), or, alternatively, by delivering printed copies of their statements to the conference room officer in the Plenary Hall. A minimum of 200 copies should be provided to the Secretariat if delegations wish to have their statements distributed to delegations of States and organizations attending the session.

Draft resolutions

13. Pursuant to Commission decision 55/1, States intending to submit draft resolutions for consideration by the Commission at its sixty-first session were requested to submit them, one month prior to the start of the session, which, for the

sixty-first session, is Monday, 12 February 2018, at noon. Draft resolutions should be submitted to the Secretariat (sgb@unodc.org) in electronic (Microsoft Word) format.

14. Any revisions to a draft resolution, after its distribution as an official document, must be based on the official, edited version of the text. For this purpose, sponsors are requested to obtain the finalized official electronic (Microsoft Word) document from the Secretariat. Revisions to the text must be clearly marked using track changes in Word.

15. Member States wishing to co-sponsor draft resolutions may sign the respective signing sheet, which is with the Secretariat.

V. Bilateral meetings and side events

Bilateral meetings

16. For the reservation of rooms for bilateral meetings between Member States during the sixty-first session (12–16 March 2018), kindly contact:

UNOV Meetings Management Unit
conference@unvienna.org
(+43-1) 26060-6564

17. In submitting the request, Member States are reminded to include the date, time, the proposed duration of the meeting and the number of officials to be in attendance.

Side events

18. A number of side events and exhibitions will take place during the sixty-first session of the Commission. A programme will be published shortly on the website of the session.

VI. Security

19. During the sixty-first session, from 12 to 16 March 2018, the Austrian authorities will be responsible for security outside the premises of the Vienna International Centre. The United Nations Security and Safety Service will be responsible for security inside the Vienna International Centre.

20. Specific requests regarding security arrangements and related matters should be addressed to:

Chief of the United Nations Security and Safety Service
United Nations Office at Vienna
P.O. Box 500
A-1400 Vienna, Austria
Room F0E08
VICSecurityChiefOffice@unvienna.org
Tel.: (+43-1) 26060-3901; fax: (+43-1) 26060-5834

21. For security reasons, conference participants are requested not to leave luggage, briefcases or laptops unattended.

VII. Documentation

22. The official languages of the session are the six official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish. Official documents of the session will be made available in all six official languages.

23. Documentation to facilitate consideration of some of the issues on the provisional agenda is available on the website of the sixty-first session.

24. As part of the Secretariat's efforts to reduce expenditure and limit environmental impact through the digitization of conference materials and publications, only a limited number of printed pre-session documents will be available at the session venue. Each delegation will receive a single complete set of the documents in the language of its choice. Delegates are therefore kindly requested to bring their own copies of the pre-session documents to the meeting.

25. The document distribution counter will be located on the 1st floor of the M-Building, next to the entrance to the Plenary Hall. Each delegation will be provided with a distribution box for documents and the Journal. The Journal will contain the daily programme and other information related to the conduct of the session.

Online posting

26. The VIC Online Services application allows participants convenient access to documentation, including the agenda and programme of work, the meetings programme, the schedule of special events and information for participants regarding facilities and services available in the VIC; it also provides access to the digital recordings of public meetings. During the meeting, the application is available through participants' mobile devices such as smartphones and tablet PCs at the following web page: http://myconference.unov.org.

27. The VIC Online Services application is designed to facilitate the distribution of documents and meeting information more broadly during the conference, while helping to reduce paper use.

VIII. Travel of participants from States members of the Commission

28. The funding policy of the United Nations with respect to the functional commissions of the Economic and Social Council is to defray only the cost of airfare for one representative of each State that is a member of the body in question.[2] In this regard, Member States are invited to consider the funding policy as a means for enabling Governments to participate in the meetings of the Commission, that would not otherwise be able to do so. In compliance with the instructions from the Under-Secretary-General for Management, and in order to allow for timely issuance of tickets, only those requests that are reached the Secretariat by 7 February will be processed. The Secretariat will not be able to process ticket requests received after that date. The Government's attention is also drawn to the fact that the option of reimbursement of pre-purchased tickets is no longer possible. The Secretariat stands ready to provide information in this regard upon request.

IX. General information

Conference rooms

29. Each seat in the conference rooms in the M-Building of the Vienna International Centre for which simultaneous interpretation is available will be equipped with a portable receiving set and headphone. Participants are requested not to remove that equipment from the meeting rooms so that it may be checked periodically and the batteries recharged, if necessary.

Use of mobile phones and laptops

30. Conference participants are kindly requested to keep their mobile telephones switched off inside conference rooms, as they cause radio frequency interference in

[2] http://www.unodc.org/documents/commissions/CND/Membership/CND_membership_January_2018.pdf.

the sound system, thus adversely affecting the sound quality of interpretation and the recording of proceedings.

Visas

31. Participants who require a visa must contact the competent diplomatic or consular authorities of Austria and apply for a Schengen short-stay (C) visa **at least three weeks prior** to their intended date of arrival in Austria. In countries where Austria does not have diplomatic or consular representation, visa applications can be submitted to the consular authority of a State party to the Schengen Agreement acting on behalf of Austria in the country concerned. The Secretariat may, upon request by the Government concerned, provide a note verbale containing information on the applicant's participation in the session of the Commission, which may be of use in the visa application process. In order to provide the note verbale, the Secretariat requires an official confirmation from the Government represented by the applicant of his or her participation as well as a copy of the applicant's passport. A note verbale/official letter should be received by the Secretariat at least three weeks prior to the start of the meeting.

Accommodation

32. Each participant is responsible for making his or her own accommodation arrangements and, if necessary, contacting his or her permanent mission in Vienna for assistance.

33. Participants who arrive at the Vienna International Airport without having made a hotel reservation may wish to contact the Vienna tourist service desk located next to the information counter in the arrival area. The Vienna tourist service desk is open daily from 7 a.m. to 10 p.m.

Transportation

34. Participants are responsible for making their own arrangements for transportation to and from the airport and the Vienna International Centre.

35. An airport bus service operates between the Vienna International Airport and Morzinplatz (line VAL 2) (U1/U4 metro station at Schwedenplatz) at a cost of 8 euros for a single journey and 13 euros for a return ticket, including luggage. Journey time is approximately 20 minutes. Buses leave the airport for Morzinplatz at 2.45 a.m., and every 30 minutes from 4.45 a.m. to 1.15 a.m.; and Buses leave Morzinplatz for the airport at 0.30 and 2 a.m. and every 30 minutes from 4 a.m. until 11.30 p.m.

36. There is also a bus service between the Vienna International Centre (next to the "Kaisermühlen/Vienna International Centre" station on the U1 metro line) and the Vienna International Airport (line VAL 3). The fare is 8 euros for a one-way ticket and 13 euros for a return ticket. The trip takes approximately 30 minutes. Buses leave the airport for the Vienna International Centre every hour from 6 a.m. to 9 p.m. and leave the Vienna International Centre for the airport every hour from 5.10 a.m. to 8.10 p.m.

37. The City Airport Train (CAT) transports passengers between the CAT terminal in Vienna (the "Wien Mitte/Landstrasse" station on the U3 and U4 metro lines) and the Vienna International Airport. The fare is 12 euros for a one-way ticket and 21 euros for a return ticket, and the travel time is about 16 minutes. Trains leave the airport for Wien Mitte/Landstrasse every 30 minutes from 6.09 a.m. to 11.39 p.m. and leave Wien Mitte/Landstrasse for the airport every 30 minutes from 5.37 a.m. to 11.07 p.m.

X. Facilities

38. The following facilities will be available to participants at the Vienna International Centre.

Delegates' working areas and wireless network connection

39. Wireless connectivity is available everywhere in the M-Building. Delegates' working areas ("cyber corners") with desktop computers equipped with standard software and Internet access will be located on the ground floor of the M-Building.

Post office, telephones and faxes

40. A post office on the first floor of the C-Building of the Vienna International Centre (ext. 4986) provides all regular postal services, including a fax service, from Monday through Friday, from 8 a.m. to 6 p.m.

First aid

41. Medical attention is available from the clinic operated by the Joint Medical Services located at the Vienna International Centre, F-Building, seventh floor (ext. 22223/22224 and, for emergencies, ext. 22222). The clinic is open from 8.30 a.m. until noon and from 2 to 4.30 p.m., except on Thursdays, when it is open from 8.30 a.m. until noon and from 2 to 3 p.m. For emergency assistance at other times, please contact the Central Security Office in room F0E21 (ext. 3903).

Banks

42. Bank Austria has a branch providing full banking services on the first floor of the C-Building, as well as cashpoints (ATMs) at the entrance level of the D-Building and on the first floor of the C-Building of the Vienna International Centre. The office hours are Mondays, Tuesdays, Wednesdays and Fridays from 9 a.m. to 3 p.m., and Thursdays from 9 a.m. to 5.30 p.m.

Catering services

43. A cafeteria, a restaurant and a cocktail lounge are located on the ground floor of the F-Building. The restaurant is open from 11.30 a.m. to 2.30 p.m. (reservations are recommended, extension 4877) and the cocktail lounge Mondays to Thursdays from 11.30 a.m. to 8 p.m., on Fridays from 11.30 a.m. to 9 p.m. The cafeteria is open from 7.30 a.m. to 10 a.m. (breakfast) and from 11.30 a.m. to 2.30 p.m. (lunch). The coffee area in the cafeteria is open from 7.30 a.m. to 3.30 p.m.

44. The delegate lounges in the M-Building (M0E) and the C-Building (C07) are open from 9 a.m. to 4.30 p.m. and the Quattro Uno Delegate Lounge in C04 from 9 a.m. to 4 p.m. Private luncheons and receptions at the Vienna International Centre can be arranged by contacting the catering operations office (room F-184C, (+43-1) 26060-4875; email: cateringvic@eurest.at).

Travel services

45. The American Express office (room number C0E01) is available to participants requiring assistance with travel, car rentals, sightseeing and excursions. The office is open Monday to Friday from 8.30 a.m. to 5.30 p.m.

Access to the Vienna International Centre

46. Participants arriving at the Vienna International Centre by taxi are advised to get off in the side lane (*Nebenfahrbahn*) of Wagramer Strasse, register at Gate 1, walk across Memorial Plaza, proceed to entrance "A" and follow the signs to the M-Building. Participants arriving by metro (U1 line) should get off at the "Kaisermühlen/Vienna International Centre" station, follow the signs marked "Vienna International Centre", register at Gate 1, walk across Memorial Plaza and proceed to entrance "A".

47. There are no parking facilities for conference participants, except for Permanent Mission delegates in possession of a valid parking permit.

48. Attention is drawn to the Delegates' Handbook (available at www.unodc.org/unodc/en/commissions/Delegates_Handbook.html).

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Commission on Narcotic Drugs
Sixty-first session
Vienna, 12–16 March 2018

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***Delegations are kindly requested to submit corrections and additions in writing to the Secretariat of the Commission (Room M0123), by Thursday, 15 March, noon, at the latest.**

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Rita NOTARANDREA, Chief Executive Officer, Canadian Centre on Substance Use and Addiction
Nazlee MAGHSOUDI, Knowledge Translation Manager, International Centre for Science and Drug Policy

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Xiaojing SHAN, Deputy Director, International Cooperation Division, Office of NNCC
Hao WU, Officer, International Cooperation Division, Office of NNCC
Wei WANG, Director, Anti-smuggling Drug Division, Anti-smuggling Bureau, General Administration of Customs
Zheng PAN, Deputy Division Director, Drug Treatment Administration Bureau, Ministry of Justice
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